



## National Park Service U.S. Department of the Interior

### Seasonal and Temporary New Employee Checklist - New Employee Orientation Program (NEO)

#### **The National Parks – America’s Best Idea**

Since 1916, the American people have entrusted the National Park Service (NPS) with the care of their most special places – their national parks. The National Park System comprises 397 units covering more than 84 million acres, and we share our stories with more than 275 million visitors every year. Taking care of the national parks is a job we love, and the more than 20,000 uncommon men and women of the National Park Service share a common trait: A passion for caring for the nation’s special places and sharing their stories. We know you will love working for the National Park Service as much as we do!

#### **Introduction**

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the National Park Service. Using the checklist and accessing the helpful websites in this document will assist you through the entire orientation process.

Once you are on board, you’ll have access to InsideNPS.gov the NPS Intranet site. Note that until you are granted access (typically during your first week on the job) you may be unable to access some of the sites listed on the checklist. Once you have access, visit the New Employee Orientation Program (NEO) site (<http://inside.nps.gov/orientation>) to read the NPS Onboarding Handbook and obtain other helpful resources and information about your orientation experience and employment with NPS.

#### **Key Websites**

National Park Service	<a href="http://www.nps.gov">http://www.nps.gov</a>
Leave & Earnings Statement	<a href="http://www.employeeexpress.gov">http://www.employeeexpress.gov</a>
Training	<a href="https://mylearning.nps.gov/">https://mylearning.nps.gov/</a>
	<a href="http://www.parktraining.org">http://www.parktraining.org</a>
	<a href="http://www.doi.gov/doilearn">http://www.doi.gov/doilearn</a>
Association of National Park Rangers	<a href="http://www.anpr.org">http://www.anpr.org</a>

#### **Human Resources (HR) and New Employee Appointment Paperwork**

As a National Park Service Employee, you will be supported by a Servicing Human Resources Office (SHRO) and a centralized Human Resources Operations Center (HROC). Your designated SHRO is available to assist you with HR activities such as employee relations, ethics, training, recruiting, etc.



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Your Name:	Enter on Duty (EOD) Date:
Position, Title, Pay Plan, Series, Grade:	
Your Supervisor's Name:	

**How to use this checklist**

This document serves as a list of recommended activities for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of the National Park Service mission, history, culture, and organization. Use this document in partnership with your supervisor to ensure you receive all of the necessary and beneficial tools and information.

#	Topic	Links and/or Contacts
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**PART A: BEFORE YOUR FIRST DAY**

1	<input type="checkbox"/>	Complete Background Investigation (eQIP).	<a href="http://www.opm.gov/e-qip/">http://www.opm.gov/e-qip/</a>
2	<input type="checkbox"/>	Return security and other forms provided by the Servicing Human Resources Office (SHRO).	SHRO address in your informational email or letter
3	<input type="checkbox"/>	Payroll documents should be completed as soon as possible and returned to the office you received them from no later than two days after you begin your new position.	SHRO address in your informational email or letter
4	<input type="checkbox"/>	Go to: <a href="#">this link</a> and complete the online training named “NPS Overview”.	<a href="http://www.nps.gov/training/fundamentals/html/NPS_overview.html">http://www.nps.gov/training/fundamentals/html/NPS_overview.html</a>
5	<input type="checkbox"/>	Visit <a href="http://www.nps.gov">http://www.nps.gov</a> to learn more about the National Park Service and your local park or business unit.	<a href="http://www.nps.gov">http://www.nps.gov</a>

**PART B: YOUR FIRST DAY**

6	<input type="checkbox"/>	Take the oath of office and complete Affidavit Form (SF-61).	Provided by your SHRO or park/office
7	<input type="checkbox"/>	Complete OF-306 Form and sign on line 17b .	Provided by your SHRO or park/office
8	<input type="checkbox"/>	Complete I-9 Form. You must bring two forms of ID (valid driver's license, birth certificate, passport, etc.)	Provided by your SHRO or park/office
9	<input type="checkbox"/>	Meet your supervisor and the rest of your department and park/office.	Supervisor
10	<input type="checkbox"/>	Meet your Peer Assistance Liaison (PAL), if assigned.	Supervisor
11	<input type="checkbox"/>	Obtain your New Employee Meet and Greet Card from your supervisor. Make sure it includes your office phone number, fax, office address and email address.	Supervisor
12	<input type="checkbox"/>	Take a tour of the building with your supervisor, PAL, or other colleague to find out where communal office equipment is located (fax machine, copiers, etc.). Also review security and safety procedures for the building.	Supervisor
13	<input type="checkbox"/>	As a seasonal/temporary NPS employee, you may be able to obtain affordable health insurance through the Association of National Park Rangers Organization (ANPR).	<a href="http://www.anpr.org">http://www.anpr.org</a>



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14	<input type="checkbox"/>	If applicable, discuss uniform policies with your supervisor and order a uniform ( <i>if required</i> ). Ask questions about uniform standards, the history of the uniform and what it symbolizes.	Park or Office Uniform Coordinator; Supervisor  NPS Uniform System <a href="https://sites.google.com/a/nps.gov/employeecenter/system/app/pages/search?scope=search-site&amp;q=uniforms">https://sites.google.com/a/nps.gov/employeecenter/system/app/pages/search?scope=search-site&amp;q=uniforms</a>  Reference Manual <a href="http://www.nps.gov/policy/DOrders/DORM43.doc">www.nps.gov/policy/DOrders/DORM43.doc</a>  NPS Uniform System <a href="https://uaa.nps.gov/">https://uaa.nps.gov/</a>  Reference Manual <a href="http://www.nps.gov/applications/npspolicy/search.cfm">http://www.nps.gov/applications/npspolicy/search.cfm</a>  NPS Uniforms History <a href="http://www.cr.nps.gov/history/online_books/workman1/index.htm">http://www.cr.nps.gov/history/online_books/workman1/index.htm</a>
15	<input type="checkbox"/>	Take the <b>Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access</b> training to obtain a network user ID, password and email access ( <i>if applicable</i> ). Access to DOI Learn is not available until 4-6 weeks after you come onboard. Your supervisor can provide you with a CD, or access to a computer to complete the training.	Supervisor

**PART C: YOUR FIRST WEEK**

16	<input type="checkbox"/>	View the NPS Director's Welcome video	New Employee Orientation Program Website  <a href="http://www.nps.gov/av/nri/avElement/aboutus-WelcomeVideoFinalcaptions.wmv">http://www.nps.gov/av/nri/avElement/aboutus-WelcomeVideoFinalcaptions.wmv</a>
17	<input type="checkbox"/>	Watch the 45-minute Ken Burns "The National Parks" documentary from the National Park Ken Burns Screening Event, 26 September 2009; discuss the film with your supervisor.	Supervisor
18	<input type="checkbox"/>	Discuss your specific work schedule, lunch breaks, and hours of operation with supervisor.	Supervisor
19	<input type="checkbox"/>	Review inclement weather procedures.	Supervisor
20	<input type="checkbox"/>	Review pay and leave policies and understand how to request leave, overtime,	Supervisor



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		compensatory time, and credit hours with your supervisor.	
21		Talk with your supervisor about how to access DOI Learn, the NPS learning management system. Many of the courses offered and the mandatory online courses are available on this site. You will receive an email with <a href="#">login</a> instructions from the system when your account has been created. Please be patient. It can take several weeks for your information to appear in <a href="#">DOI Learn</a> . If you received more than one paycheck but haven't received your login, please contact your Bureau Data Steward at <a href="mailto:doilearn@nps.gov">doilearn@nps.gov</a> .	Supervisor <a href="https://doi.gov/doilearn">doi.gov/doilearn</a>
22	<input type="checkbox"/>	Schedule an appointment to pick up your DOI identification and building access card. Talk to your supervisor about the purpose of these cards.	Supervisor
23	<input type="checkbox"/>	Work with your supervisor & IT Department to determine IT equipment and needs.	Supervisor / IT
24	<input type="checkbox"/>	Review and discuss position description and performance standards with your supervisor.	Supervisor
25		<p>Review the following Federal Government policies:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prevention of Sexual Harassment</li> <li><input type="checkbox"/> Zero Tolerance of Discrimination</li> <li><input type="checkbox"/> Workplace Violence</li> <li><input type="checkbox"/> Illegal Drug Use</li> <li><input type="checkbox"/> Weingarten Notice (for employees covered by a bargaining unit agreement)</li> <li><input type="checkbox"/> Employee Relations Policies including CorePlus</li> <li><input type="checkbox"/> Whistleblower Protection</li> <li><input type="checkbox"/> Employee Ethics</li> </ul>	<p>EEO and Diversity Policies <a href="https://sites.google.com/a/nps.gov/employeecenter/employee-center/relevancy-diversity-and-inclusion">https://sites.google.com/a/nps.gov/employeecenter/employee-center/relevancy-diversity-and-inclusion</a></p> <p>Ethics <a href="https://sites.google.com/a/nps.gov/employeecenter/employee-center/ethics">https://sites.google.com/a/nps.gov/employeecenter/employee-center/ethics</a></p> <p>Other Policies <a href="https://sites.google.com/a/nps.gov/employeecenter/employee-center/nps-policies">https://sites.google.com/a/nps.gov/employeecenter/employee-center/nps-policies</a></p> <p>Weingarten Notice Check your region for the latest.</p>
26	<input type="checkbox"/>	Review Employee Assistance Program (EAP)	<a href="https://sites.google.com/a/nps.gov/employeecenter/employee-center/employee-and-family-well-being/employee-assistance-program">https://sites.google.com/a/nps.gov/employeecenter/employee-center/employee-and-family-well-being/employee-assistance-program</a>
27	<input type="checkbox"/>	Talk with your supervisor about how to report injuries at work and the Office of Workers Compensation (OWCP)	Safety Management Information System (SMIS) <a href="https://www.smis.doi.gov/">https://www.smis.doi.gov/</a>
28	<input type="checkbox"/>	If you haven't already, go to <a href="#">this link</a> and complete the online training named "NPS Overview".	NPS Fundamentals <a href="http://www.nps.gov/training/fundamentals/html/NPS_overview.html">http://www.nps.gov/training/fundamentals/html/NPS_overview.html</a>



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29	<input type="checkbox"/>	Complete a Traveler Profile form for the Concur travel system, if applicable	Supervisor Training Coordinator
30	<input type="checkbox"/>	Complete the DOI purchase/travel credit card application and take required training, if applicable.	Everything Charge Card <a href="https://sites.google.com/a/nps.gov/npsccprogram/">https://sites.google.com/a/nps.gov/npsccprogram/</a>  DOI Learn <a href="http://www.doi.gov/doilearn">http://www.doi.gov/doilearn</a>

**PART D: YOUR FIRST MONTH**

31	<input type="checkbox"/>	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	<a href="https://eopf.nbc.gov/doi/">https://eopf.nbc.gov/doi/</a>
32	<input type="checkbox"/>	Sign into Employee Express and review and print your 1 <sup>st</sup> Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. More information on how to read your LES can be found in the employee Onboarding Handbook. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it.	Employee Express <a href="http://www.employeeexpress.gov/">http://www.employeeexpress.gov/</a>  Employee Center <a href="https://sites.google.com/a/nps.gov/employeecenter/employee-center">https://sites.google.com/a/nps.gov/employeecenter/employee-center</a>
33	<input type="checkbox"/>	Review the federal holiday schedule with your supervisor.	Employee Center <a href="https://sites.google.com/a/nps.gov/employeecenter/employee-center">https://sites.google.com/a/nps.gov/employeecenter/employee-center</a>
34	<input type="checkbox"/>	Review the goals and mission of your work unit and the NPS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and NPS mission.	Supervisor
35	<input type="checkbox"/>	Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc.	Supervisor



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36	<p>Review the following list of trainings. Check with <a href="#">your supervisor to see which ones are applicable to your position and timeframes for completing them.</a></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Discrimination and Whistleblowing in the Workplace (No FEAR). <b>Required every 2 years.</b> The 2011 version of the No FEAR online training course is currently available.</li><li><input type="checkbox"/> Role-Based Information Technology Security Training. <b>Annual, based on duties.</b> Affected employees and contractors can meet this requirement in a number of ways (SkillSoft online library, CSIRT online training, etc.).</li><li><input type="checkbox"/> Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access.</li><li><input type="checkbox"/> Equal Employment Opportunity Training. <b>Annual requirement.</b> 1-hour forums or courses are usually offered by bureau and program EEO offices throughout the year.</li><li><input type="checkbox"/> Diversity Training. <b>Annual requirement.</b> 1-hour forums or courses are usually offered by bureau and program Diversity and Civil Rights offices.</li><li><input type="checkbox"/> Ethics and Awareness Online Training Course. <b>Initial requirement for all, annual requirement for some positions – check with HR.</b></li><li><input type="checkbox"/> Safety Training.</li><li><input type="checkbox"/> Defensive Driving. <b>Based on duties.</b> <a href="#">NSC Defensive Driving</a> online course is available to help meet this requirement.</li><li><input type="checkbox"/> Charge Card Training.</li><li><input type="checkbox"/> Uniformed Services Employment and Reemployment Rights Act (USERRA). <b>Annual requirement for Supervisors, Managers and Human Resources personnel.</b></li><li><input type="checkbox"/> Veteran Employment Training. <b>Annual requirement for Hiring Managers and HR Professionals.</b></li></ul>	<p>Supervisor</p> <p>DOI Learn <a href="http://www.doi.gov/doilearn">http://www.doi.gov/doilearn</a></p>
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**PART E: YOUR FIRST 60 DAYS**

37	<input type="checkbox"/>	Health Insurance Election form (SF-2809) must be turned into the SHRO within first 60 Days.	<a href="http://www.opm.gov/insure/">http://www.opm.gov/insure/</a>
38	<input type="checkbox"/>	Meet with your supervisor to discuss and develop your Individual Development Plan (IDP) (optional).	<a href="http://www.nps.gov/training/LD/html/idp.html">http://www.nps.gov/training/LD/html/idp.html</a>
39	<input type="checkbox"/>	Meet with your supervisor at end of your first 60 days to discuss how things are going, any surprises, challenges, areas for improvement, etc.	Supervisor

**PART F: YOUR FIRST 90 DAYS**

40	<input type="checkbox"/>	Meet with your supervisor to discuss how things are going, progress, any surprises, challenges, areas for improvement, etc.	Supervisor
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**PART G: YOUR FIRST YEAR**

41	<input type="checkbox"/>	Provide your supervisor with your accomplishments at the end of the season/appointment or the fiscal year. The fiscal year ends on September 30 <sup>th</sup> of each year.	
<b>Congratulations on completing your season or One Year Anniversary with the National Park Service!!</b>			